

DELAWARE DEPARTMENT OF TRANSPORTATION  
SUBDIVISION PLAN REVIEW FEE  
INITIAL STAGE FEE CALCULATION FORM

*For office use only:*

Rec'd by: \_\_\_\_\_

**I. Application Information**

Development Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Tax Parcel Number: \_\_\_\_\_  
Owner (applicant)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Engineer's E-mail: \_\_\_\_\_  
Developer's  
E-mail: \_\_\_\_\_

**II. Record Plan Submission**

- A. \_\_\_\_\_ Minor Residential Subdivision (5 or less lots) Number of lots \_\_\_\_\_ SB 49 Applies ☐  
B. \_\_\_\_\_ Major Residential Subdivision (6 or more lots) Number of lots \_\_\_\_\_  
C. \_\_\_\_\_ Non-residential land development  
(i.e., commercial, school, office, church) Number of lots \_\_\_\_\_  
Gross Floor Area (square feet) \_\_\_\_\_

**III. Initial Stage Fee Calculations**

- A. Minor Residential Subdivision (5 lots or less).....\$100  
B. Major Residential Subdivision ..... \$400 + (Number of Lots x \$10) = Total fee  
\$400 + [ \_\_\_\_\_ x \$10] = \$ \_\_\_\_\_  
Number of Lots Total  
C. Non-Residential development ... \$500 + (Number of Lots x \$20) = total fee OR  
\$500 + (Gross floor area/1000 s.f. x \$20) = total fee **(WHICHEVER IS GREATER)**

Number of Lots: \$500 + [ \_\_\_\_\_ x \$20] = \$ \_\_\_\_\_  
Number of Lots Total

Gross Floor Area: \$500 + [ \_\_\_\_\_ ÷ 1000 x \$20] = \$ \_\_\_\_\_  
Gross Floor Area Total

D. Mixed Use = \_\_\_\_\_ + \_\_\_\_\_ = \$ \_\_\_\_\_  
B C Total

**IV. Total Amount Remitted:** \$ \_\_\_\_\_ **Check/M.O. number:** \_\_\_\_\_

**V. Signatures**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ DelDOT  
(This signature acknowledges receipt of fee and does not constitute approval of project by the Department.)

REMARKS: \_\_\_\_\_

Remit this form and **check or money order** Payable to the Delaware Department of Transportation. Please send to the Delaware Department of Transportation, Attention: Subdivision Engineer, P.O. Box 778, Dover, DE 19903. The Subdivisions Section can also be contacted via email at subdivision@state.de.us.